



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
RESEARCH ASSISTANT- OJDP
(PREVENTION SERVICES)
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this grant-funded position will perform administrative support and technical work assisting in the collection, analysis, interpretation, and presentation of data on juvenile delinquency trends for the community-based violence prevention program grant project. Reports to the Youth Programs and Outreach Supervisor.

ESSENTIAL JOB FUNCTIONS

Assists with researching current evidence based juvenile delinquency data to support prevention programs and services; conducts research activities through the development of data collection tools; assist in applying statistical methods to evaluate trends of juvenile delinquency and violent behavior prevention.

Performs administrative support work such as word processing, data entry, preparing charts, tables, and spreadsheets, and file maintenance; records information at focus groups; reviews forms, data, reports, and statistical work, to ensure accuracy and conformance to established procedures and policies.

Creates presentations to a variety of groups on data outcomes and program evaluation; prepares correspondence and research reports; gathers data through interviews, surveys, and review of case records; collaborates with community groups, schools, and local agencies.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Research – Knowledge of standard research and statistical procedures including collecting, organizing, and analyzing a variety of data for preparation of research reports.
- Community Engagement – Considerable knowledge of principles and best practices related to effective community and youth engagement that lead to strengthening and empowerment of neighborhoods in order to become significant partners in addressing neighborhood/ community issues.
- Office Administration – Knowledge of office systems, practices, procedures and administration.

- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Establishes, maintains, and fosters positive and harmonious working relationships with employees, managers, and members of community agencies. Interacts effectively and sensitively with individuals from diverse backgrounds.
- Time Management – Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- Judgement/Decision Making – Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Math – Ability to perform basic arithmetic, simple calculations, and statistical methods.
- Communication – Excellent ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to make oral presentations to local community groups and a variety of agencies.
- Time Management – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

EDUCATION AND EXPERIENCE

Requires any combination of education and experience equivalent to a high school diploma and 3 – 5 years of related experience. Bachelor's degree in Business, Computer Science, Mathematics, or related field preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.

- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.